

## **EDITED TASK LISTING**

### **CLASS: SUPERVISING COOK I, (CORRECTIONAL FACILITY)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Assigns work to inmate workers, wards and/or employees for inmate population and/or staff feeding utilizing food service equipment (e.g. steam kettles, ovens, grilles, blast chillers, retherm ovens, etc.) upon instruction from immediate food service supervisor based on established policies and procedures (e.g. Departmental Operational Manual (DOM), Title 15, State Administrative Manual (SAM), various health and safety regulations, post orders, etc.).
2.	Make recommendations to improve work procedures and worker performance to increase quality of services and job safety utilizing personal experience and knowledge, current policies and procedures, etc. under the direction of the immediate supervisor and/or management.
3.	Trains inmate workers, wards and/or employees in proper food preparation techniques, food service operations and job safety to implement the feeding program utilizing In Service Training, On the Job Training (OJT), Hazardous Analysis Critical Control Points (HACCP) guidelines, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
4.	Evaluates the performance of the inmate workers, wards and/or employees to ensure quality standards and services, identify training needs, recommend corrective actions, etc. utilizing rating guides, Inmate Worker Training Incentive Program, Individual Development Plan, etc. under the direction of the immediate supervisor and/or management.
5.	Supervises inmate workers, wards and/or employees in the preparation, cooking and dispensing of food to ensure quality services/products are provided for the feeding program utilizing knowledge, cooking skills, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
6.	Modifies recipes to adjust for volume needs of inmate population using standardized recipes, calculator, etc. as needed under the guidance of the direct or indirect supervisor.
7.	Pre-prepares food items to determine appropriate amounts of ingredients by reading recipes/formulas, measuring, using food scales, cups, spoons, etc. as needed under the guidance of the direct or indirect supervisor.
8.	Directs inmate workers, wards and/or employees to apportion food to the various dining facilities utilizing various resources (e.g. trucks, distribution sheets, food carts, temperature logs, etc.), on a daily basis under the guidance of the direct or indirect supervisor.
9.	Ensures medical diet portions of food items are served correctly by amount and type of food utilizing diet slips, calorie charts, instructions, correct serving utensils, etc. on a daily basis under the guidance of the direct or indirect supervisor and/or medical staff.

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<b>10.</b>	Assembles food items to ensure that inmates/wards with religious diets receive designated meals utilizing appropriate identification, operating procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>11.</b>	Supervises inmate workers, wards and/or employees in the proper maintenance, cleaning and sanitation of culinary utensils and equipment to ensure that food safety, security and quality services are provided utilizing various resources (e.g. sanitation schedules, tool control, policies, procedures, etc.) on a daily basis under the guidance of the direct or indirect supervisor.
<b>12.</b>	Issues and controls kitchen tools and equipment from cabinets to maintain security procedures by utilizing tool control log (i.e. documenting name, date, time, and article), issuance of tool chits, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>13.</b>	Supervises inmate workers, wards and/or employees in the proper cleaning and sanitation of kitchen and dining facilities, equipment, utensils, and/or food carts to comply with State Health Department standards and to ensure that food safety, security and quality services are provided by utilizing cleaning schedules, tool control, policies, procedures, cleaning agents/tools, floor sprayers, the three-sink method, etc., on a daily basis under the guidance of the direct or indirect supervisor.
<b>14.</b>	Conducts daily safety and sanitation inspections to ensure compliance with State Health Department standards, food safety, security, policies, procedures and quality services are provided under the guidance of the direct or indirect supervisor.
<b>15.</b>	Monitors food temperatures to ensure that foods are served or stored at safe temperatures by reading food thermometers and documenting temperatures on logs/reports and to comply with HACCP precepts on a daily basis under the guidance of the direct or indirect supervisor.
<b>16.</b>	Receives, inspects and inventories food, supplies and equipment to ensure quantity and quality control utilizing HACCP guidelines, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>17.</b>	Stores food, supplies and equipment to ensure quantity and quality control with proper stock rotation and disbursement utilizing HACCP guidelines, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>18.</b>	Requisitions food, supplies and equipment from the institutional warehouse in order to ensure adequate stock of food, supplies and equipment are on hand utilizing various resources (e.g. forms, policies, procedures, etc.) on a daily basis under the guidance of the direct or indirect supervisor.

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<b>19.</b>	Supervises inmate workers, wards and/or employees in the proper disposal of garbage/waste to ensure compliance with State Health Department standards, food safety, security, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>20.</b>	Prepares various written documents (e.g. inmate timekeeping, OJT reports, meal sample reports, food production worksheets, temperature logs, safety and sanitation inspection reports, etc.) to provide information/documentation to ensure compliance with rules, regulations, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>21.</b>	Maintains order and supervises the conduct of persons committed to the Department of Corrections to ensure the safety and security of the institution and public utilizing various resources (e.g. laws, rules, policies, procedures, reports, etc.) on a daily basis under the guidance of the direct or indirect supervisor.
<b>22.</b>	Prevents escapes and injury by persons committed to the Department of Corrections to themselves or others to ensure the safety and security of the institution and public utilizing various resources (e.g. laws, rules, policies, procedures, reports, etc.) on a daily basis under the guidance of the direct or indirect supervisor.
<b>23.</b>	Analyzes various situations (e.g. food wastage, theft, security issues, rules violation, etc.) to provide appropriate recommendations utilizing knowledge, skills, rules, regulations, policies, procedures, etc. on a daily basis under the guidance of the direct or indirect supervisor.
<b>24.</b>	Inspects premises and searches inmates and/or wards for contraband to ensure the safety and security of the institution and public utilizing various resources (e.g. laws, rules, policies, procedures, reports, etc.) on a daily basis under the guidance of the direct or indirect supervisor.
<b>25.</b>	Supervises inmates in the process of chilling food to comply with HACCP standards utilizing various resources (e.g. blast chillers, temperature logs, thermometers, etc.) on a daily basis under the guidance of the direct or indirect supervisor.
<b>26.</b>	Inputs data onto computer software programs to maintain and modify recipes and menus, track inventory, write requisition orders, complete forms, etc., utilizing various resources (e.g. knowledge, computer hardware and software, policies, procedures, etc.) on a daily basis under the guidance of the direct or indirect supervisor.